How to Conduct Direct Certification Using State Match

STEP-BY-STEP INSTRUCTION

Revised June 2020

Professional Standards Learning Code: 3120

Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **School Food Authorities (SFAs) operating the National School Lunch Program (NSLP).** All regulations are specific to operating the NSLP under the direction of ADE.

Professional Standards

Information to include when documenting this training for Professional Standards:

Training Title: How to Conduct Direct Certification Using State Match

Key Area: 3000 – Administration

Learning Codes: 3120

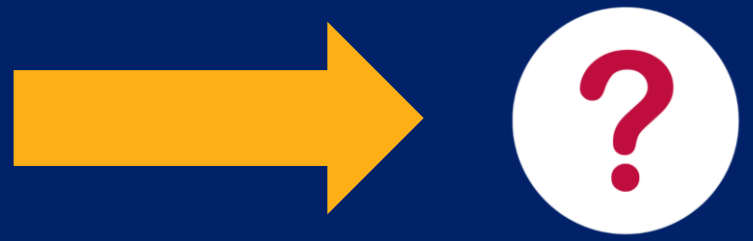
Length: 15 minutes

Objectives

At the end of this training, attendees should be able to:

- understand how to conduct CNP Direct Certification using State Match; and
- be aware of common errors that arise using this search method.

- Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and answers available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be blue like you see on this slide.



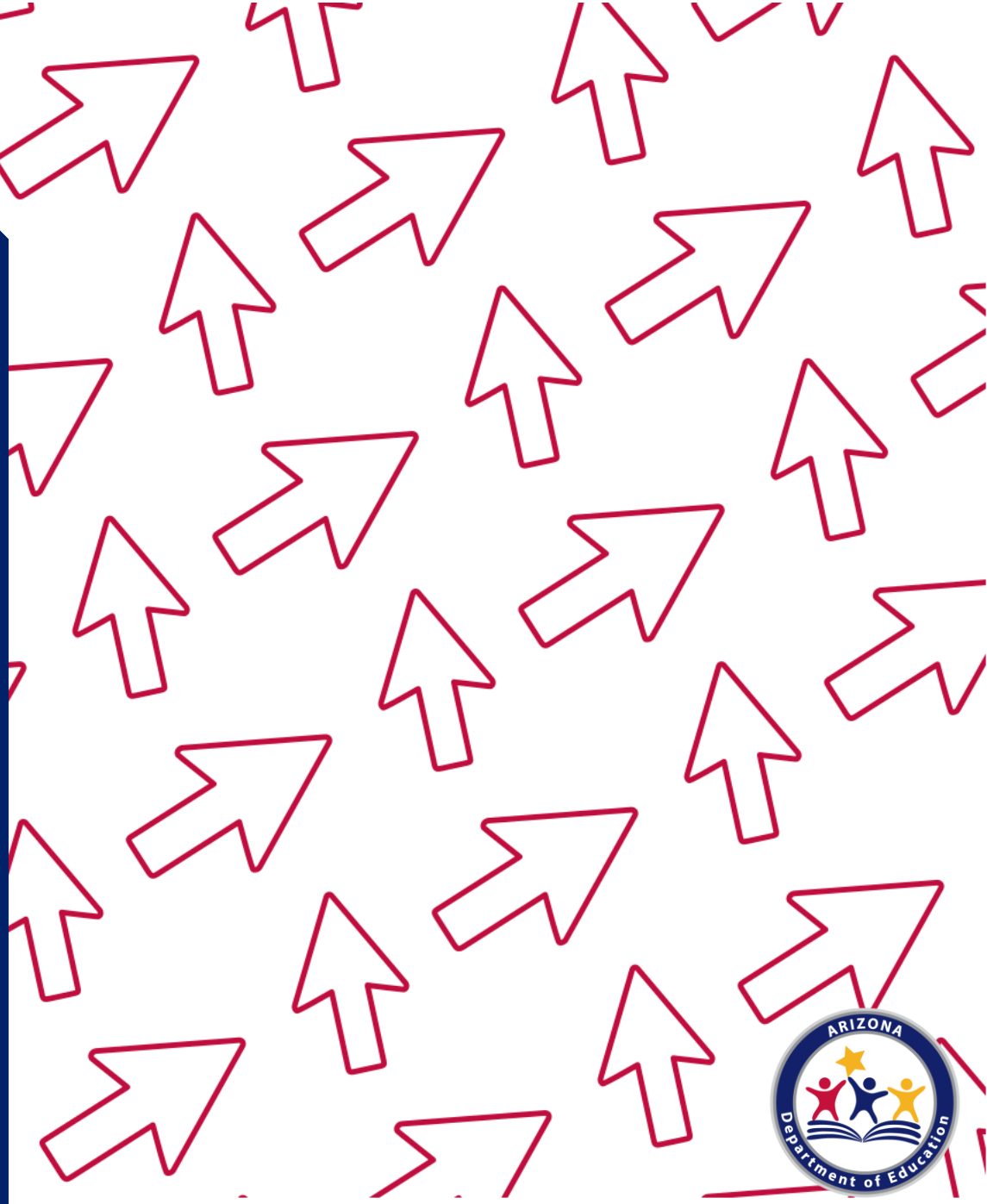
How to Conduct Direct Certification Using State Match

This Step-by-Step Instruction will include:

Overview of CNP Direct Certification	Slides 6 – 10
Log Into CNP Direct Certification	Slides 11 – 19
State Match	Slides 20 – 27

The following slides will only cover how-to instructions for State Match. Please refer back to the ADE Online Training Library for other How-To Guides outlining other search methods in CNP Direct Certification.

Overview of CNP Direct Certification



Overview of CNP Direct Certification

Direct Certification

Direct Certification is the process of determining which students are eligible for free meal benefits based on documentation obtained directly from the appropriate state or local agency. Students directly certified will automatically receive free meal benefits without submitting a household application.

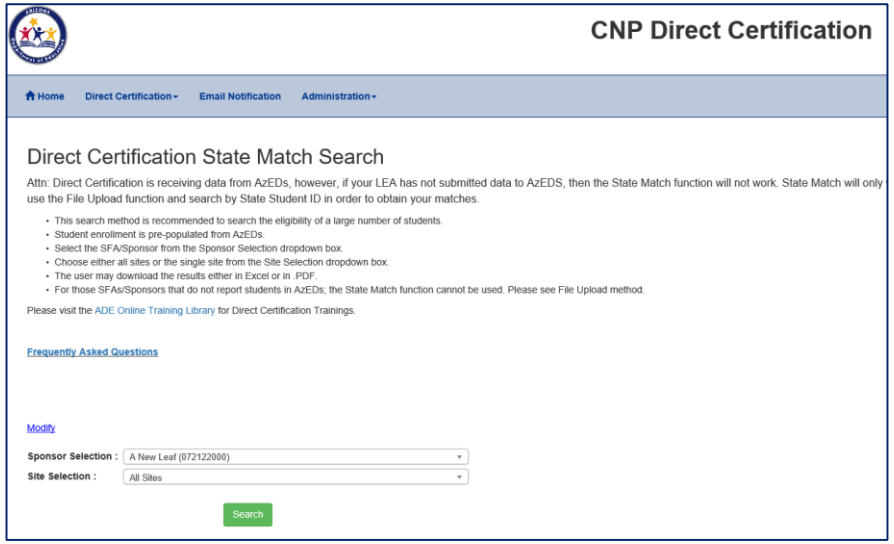
ADE houses an online computer matching system called ***CNP Direct Certification*** which allows SFAs to directly obtain confirmation from such agencies to determine if their students will qualify for free meal benefits.

- SFAs can access this system at any time to generate documentation that may be used to certify students for free meal benefits without a household application within the current program year.

Overview of CNP Direct Certification

State Match

This method is recommended to search the eligibility of a large number of students. Enrollment is pre-populated, therefore you do not need to upload any files or data*. This format is best utilized to conduct direct certification throughout the school year.



** If your school does not report AzEDS data to ADE, the State Match format will not provide results and will show zero (0) students and matches.*

When is it recommended to use State Match to conduct direct certification?

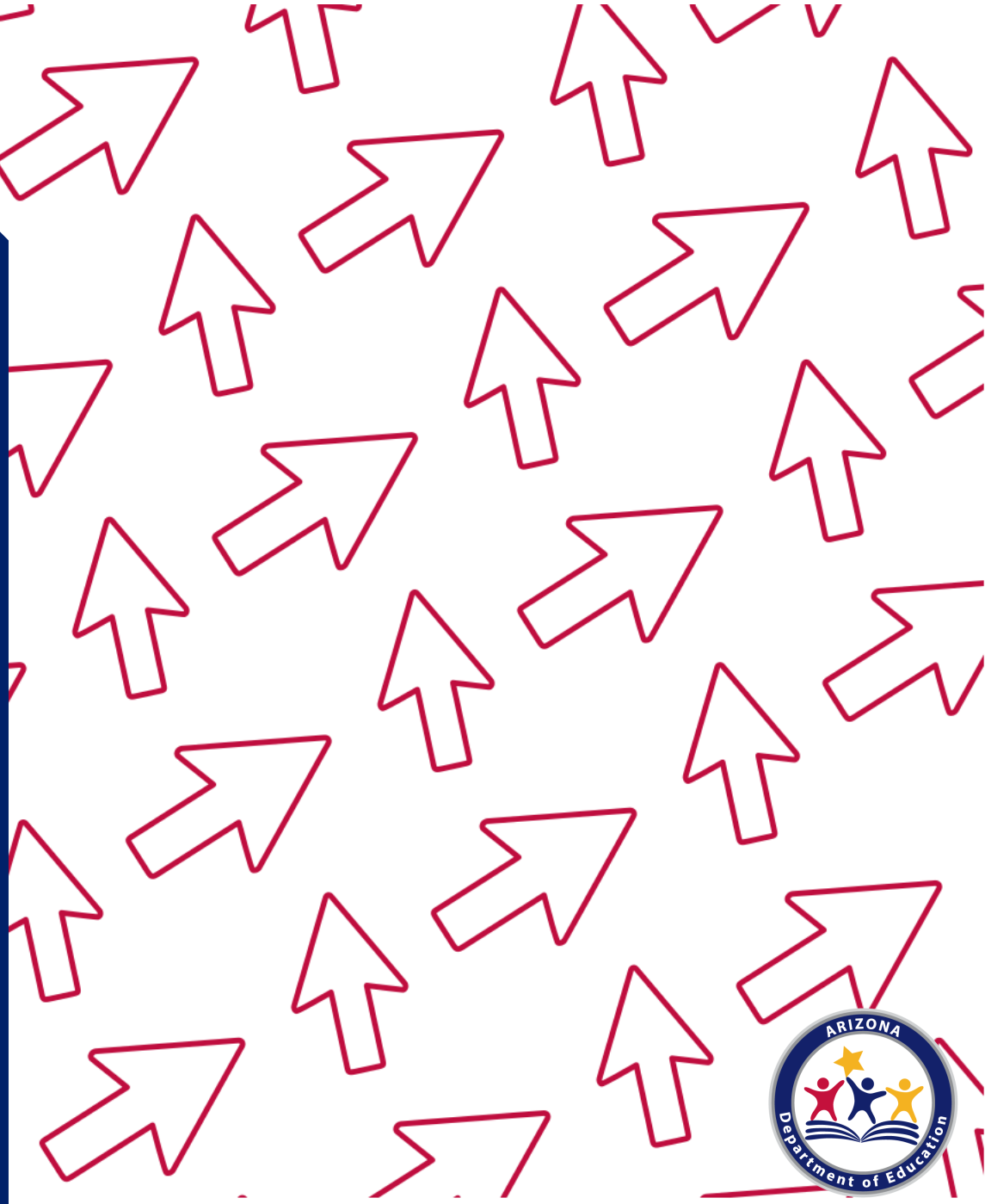
A) When a large number of students is being searched and the school reports student data to AzEDS.
B) When a large number of students is being searched and the school does not report student data to AzEDS.
C) When a small number of students is being searched.

When is it recommended to use State Match to conduct direct certification?

A) **When a large number of students is being searched and the school reports student data to AzEDS.**
B) When a large number of students is being searched and the school does not report student data to AzEDS.
C) When a small number of students is being searched.

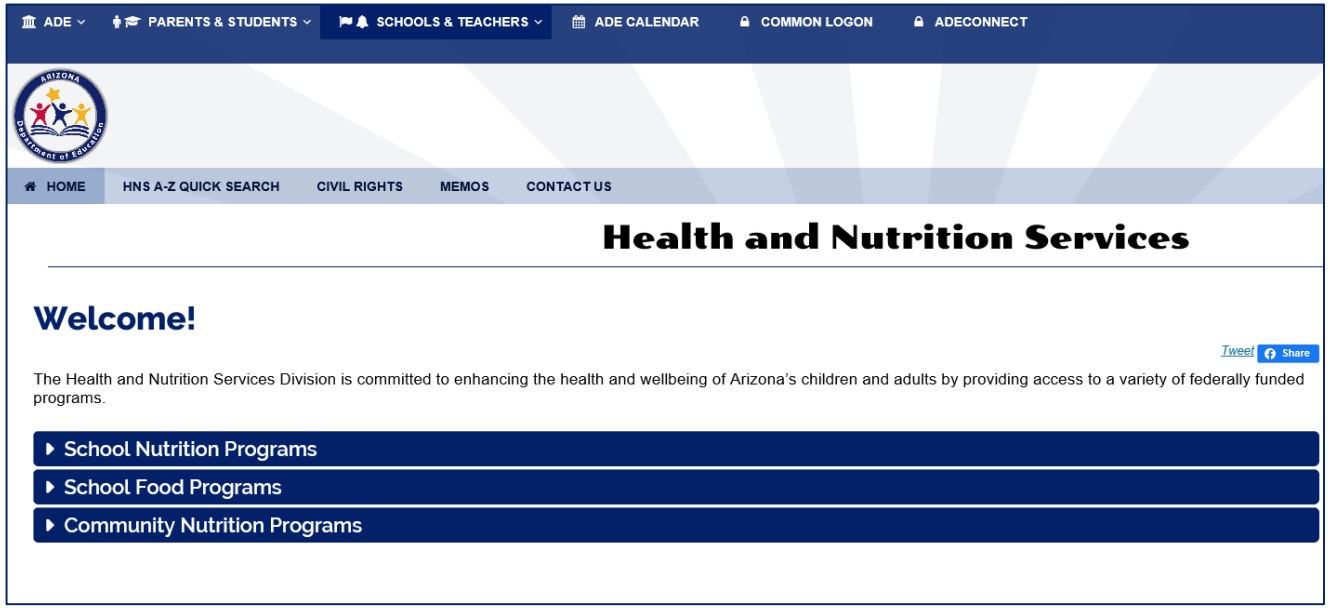
State Match should be used when a large number of students, or the entire population of a school or district that reports student data to AzEDS, is being searched. The State Match format will show zero results when used by an SFA that does not report student data to AZEDS.

Log Into CNP Direct Certification



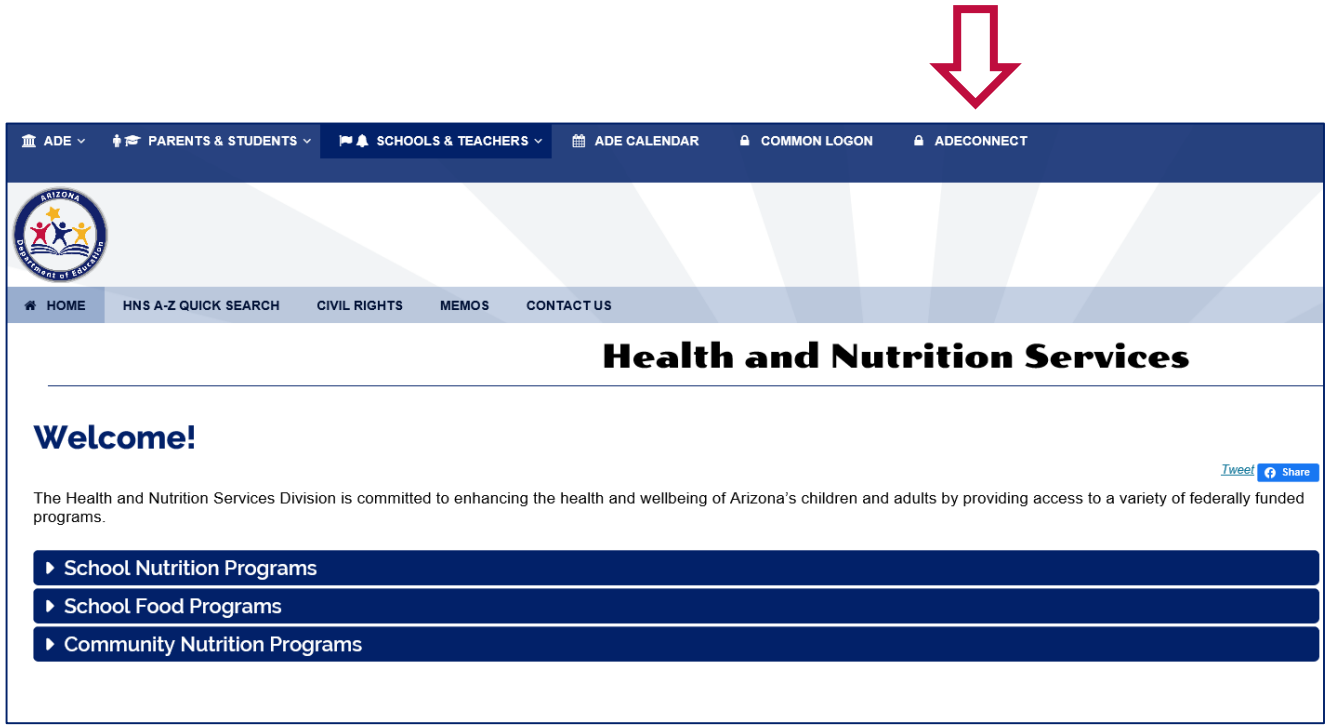
Log Into CNP Direct Certification

1. Go to the ADE Health and Nutrition Webpage: http://www.azed.gov/hns/.



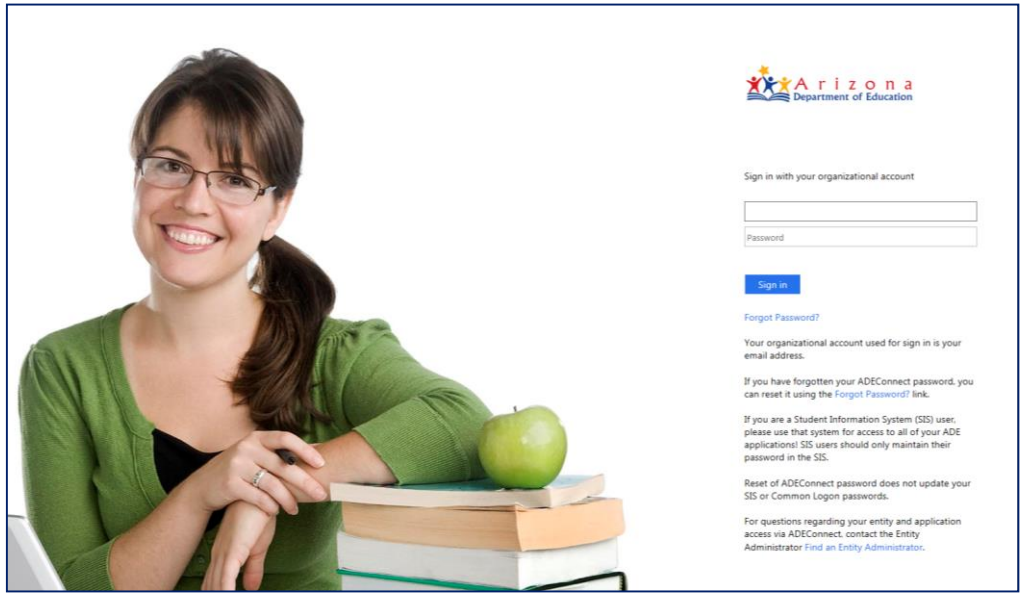
Log Into CNP Direct Certification

2. Click on ADEConnect found at the top of the webpage.



Log Into CNP Direct Certification

A new webpage will load. It should look like this screen:

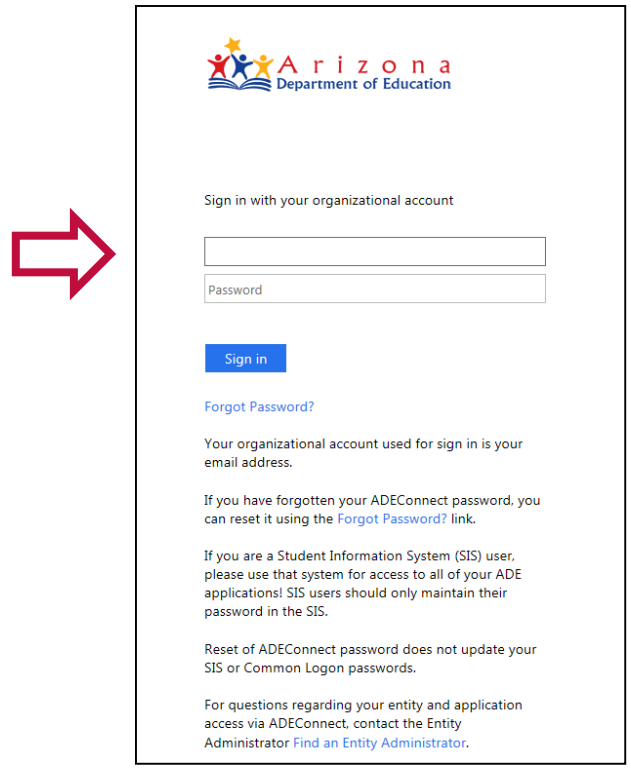


You must have a username and password in order to ADEConnect*

**Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.*

Log Into CNP Direct Certification

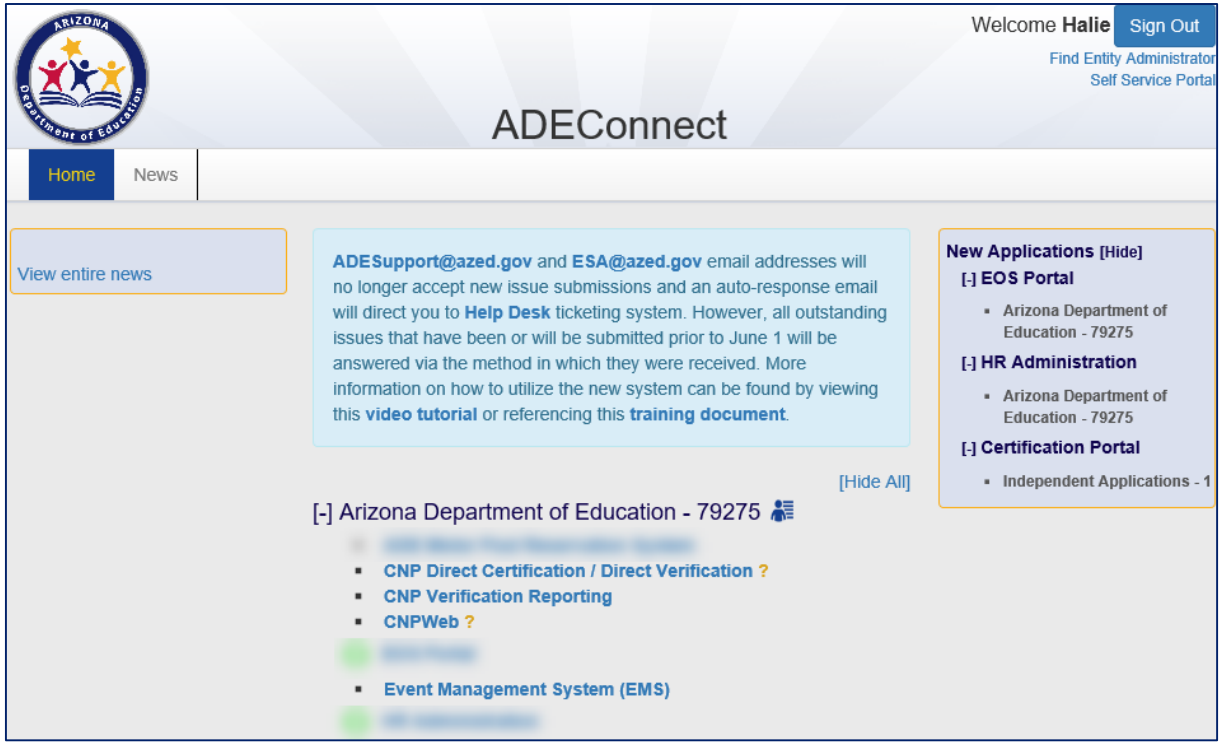
3. Enter your username and password.



**Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.*

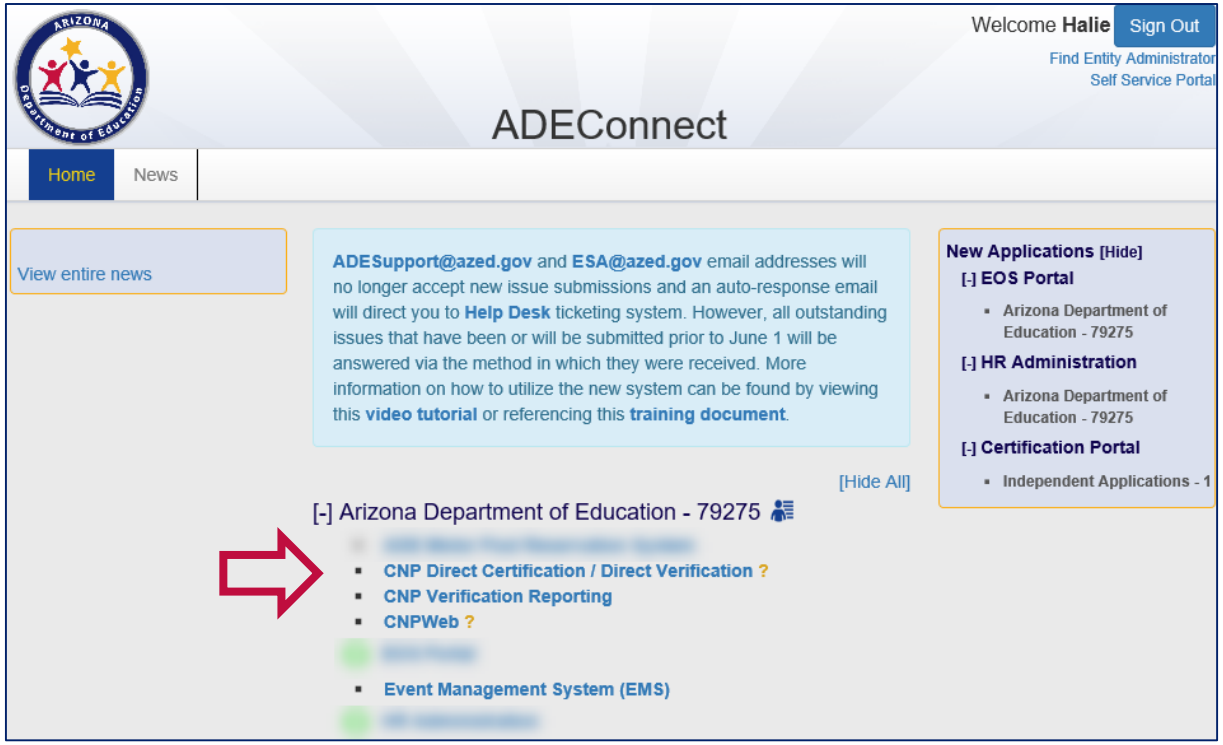
Log Into CNP Direct Certification

You have successfully logged into ADEConnect. After logging in, the webpage will display all accessible ADEConnect applications.



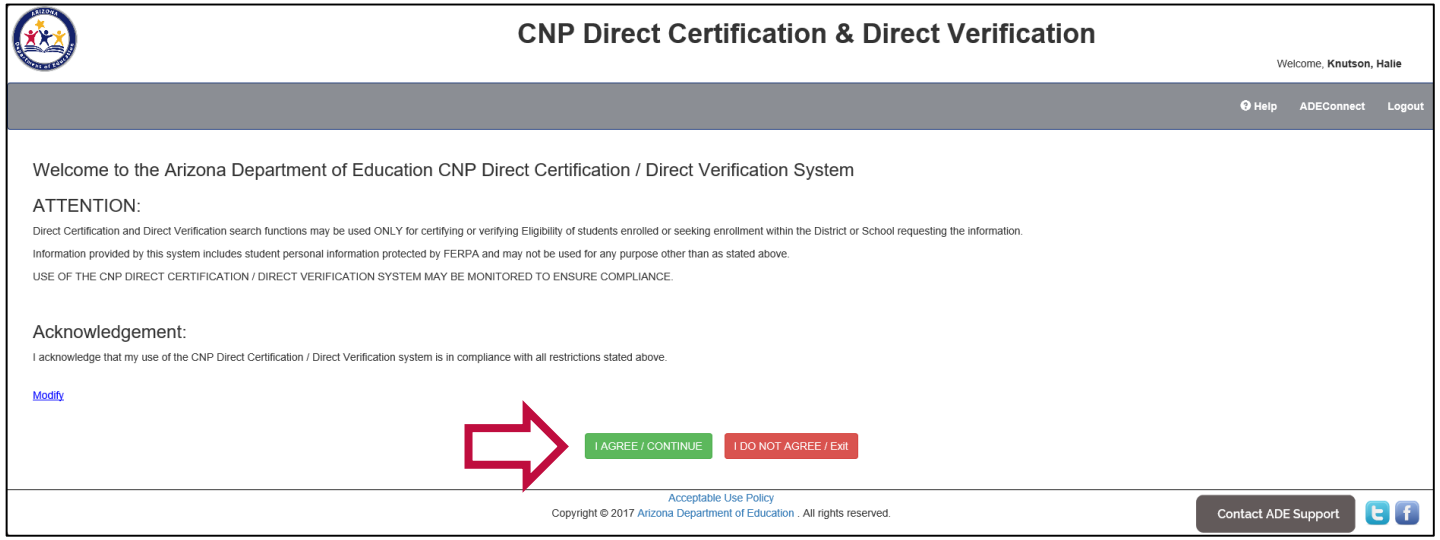
Log Into CNP Direct Certification

4. Click on CNP Direct Certification / Direct Verification.



Log Into CNP Direct Certification

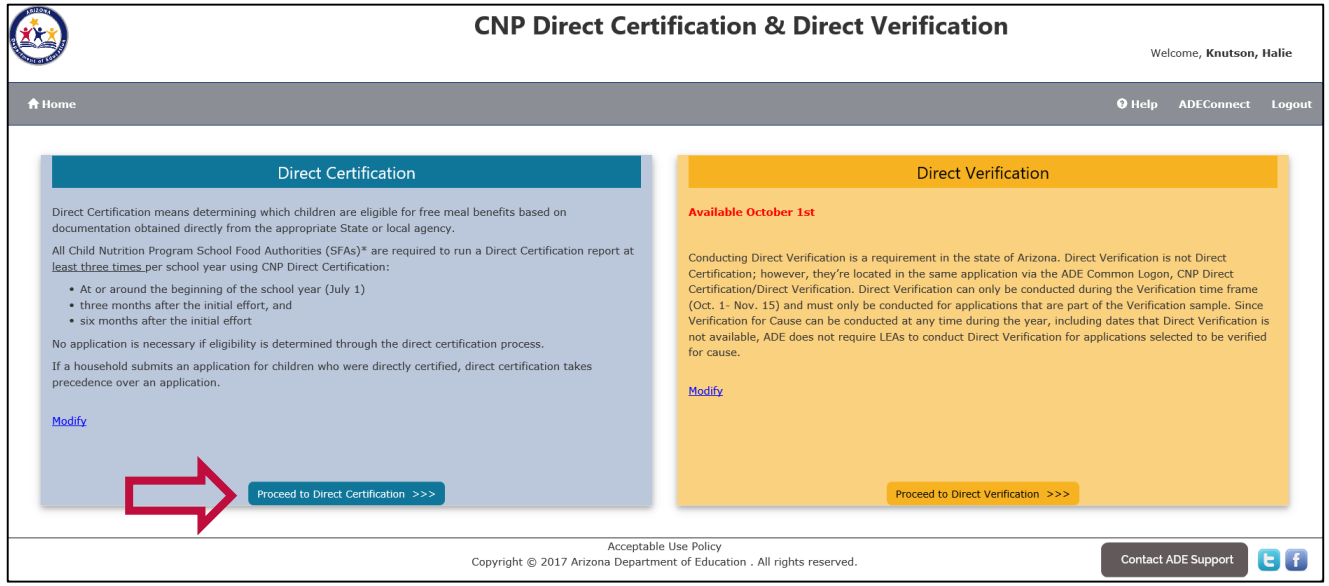
You have successfully logged into the CNP Direct Certification/Direct Verification System. A new screen will load and it will look like this:



User must read the FERPA Compliance statement and acknowledge appropriate use of the system by clicking **I AGREE/CONTINUE in order to proceed to CNP Direct Certification.*

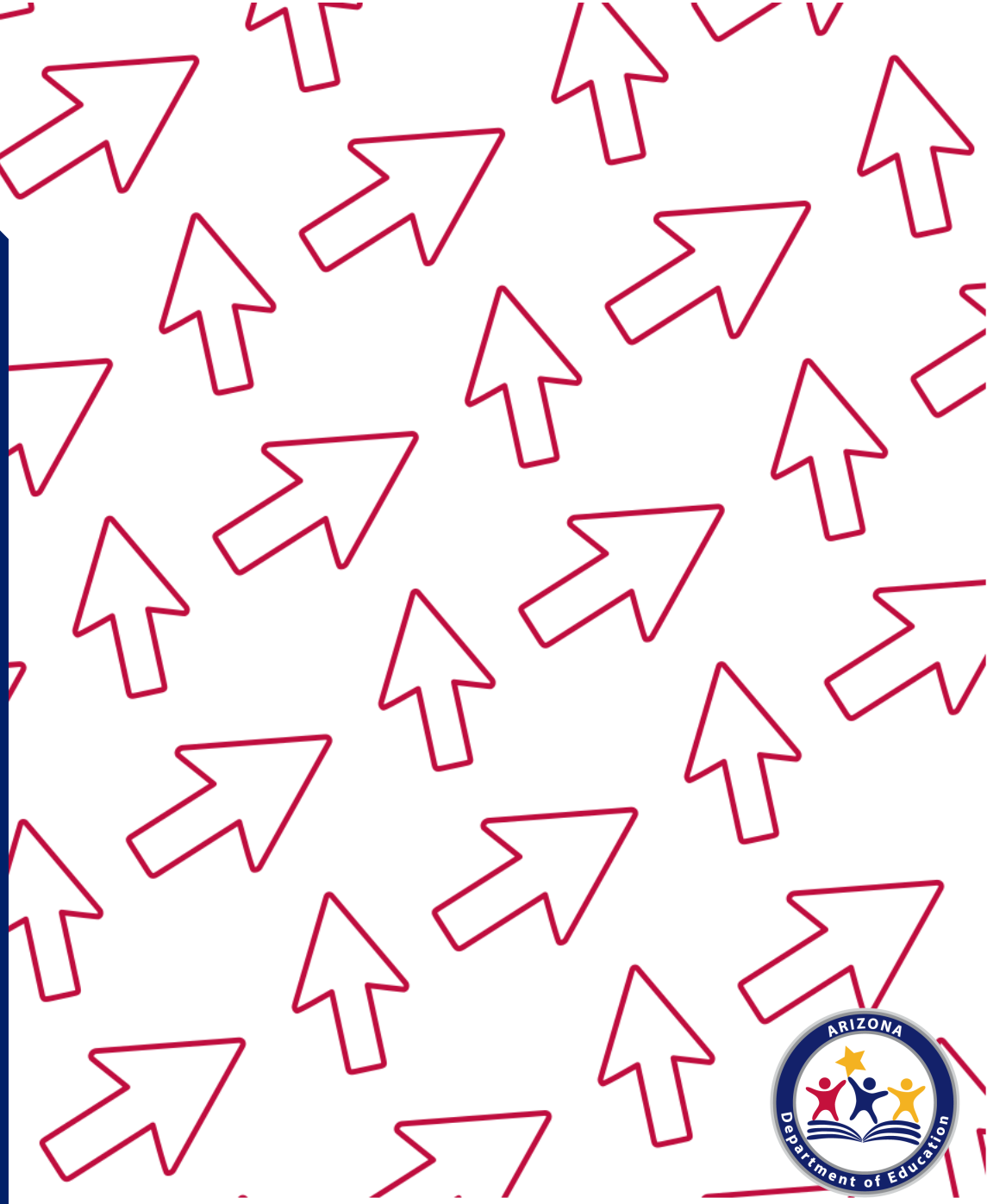
Log Into CNP Direct Certification

You will then be brought to a new screen where you must select CNP Direct Certification by clicking on the Proceed to Direct Certification >>> button.



Continue

State Match



State Match

Arizona Education Data Standards (AzEDS)

Arizona Education Data Standards (AzEDS)- Arizona Department of Education's (ADE's) information system that maintains and reports student-level data for students attending a public educational institution in Arizona.

State Student ID- ADE assigns each student with an AzEDS State Student ID (formerly known as SAIS ID) that acts as a student identifier from K-12th grade.

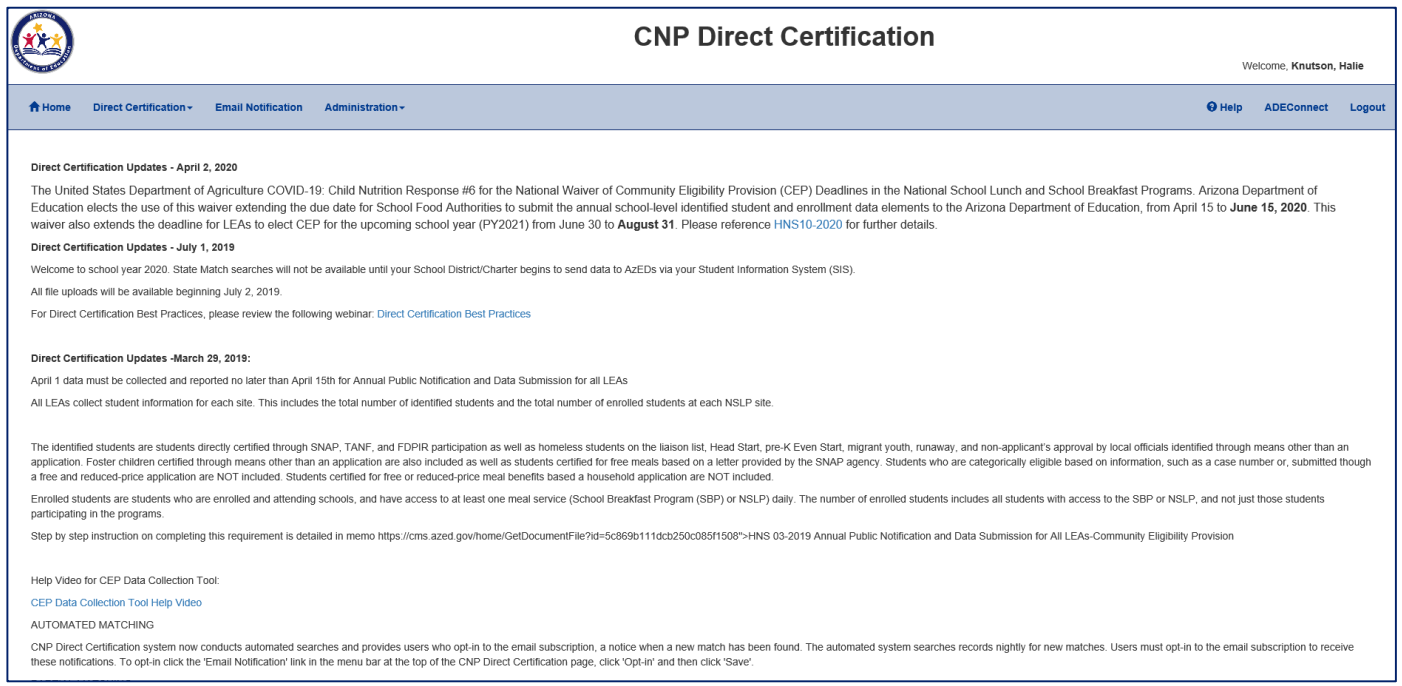
Student data is pulled from the pre-populated enrollment information in AzEDS. State Student IDs can be utilized to conduct direct certification only if the LEA uses AzEDS to send information to ADE.

If your school does not report AzEDS data to ADE, the State Match method will not provide results and will show zero (0) students. This will be the result of all search methods using Student State IDs such as File Upload using Student State IDs and Individual Student Lookup using State Student IDs.

State Match

CNP Direct Certification Homepage

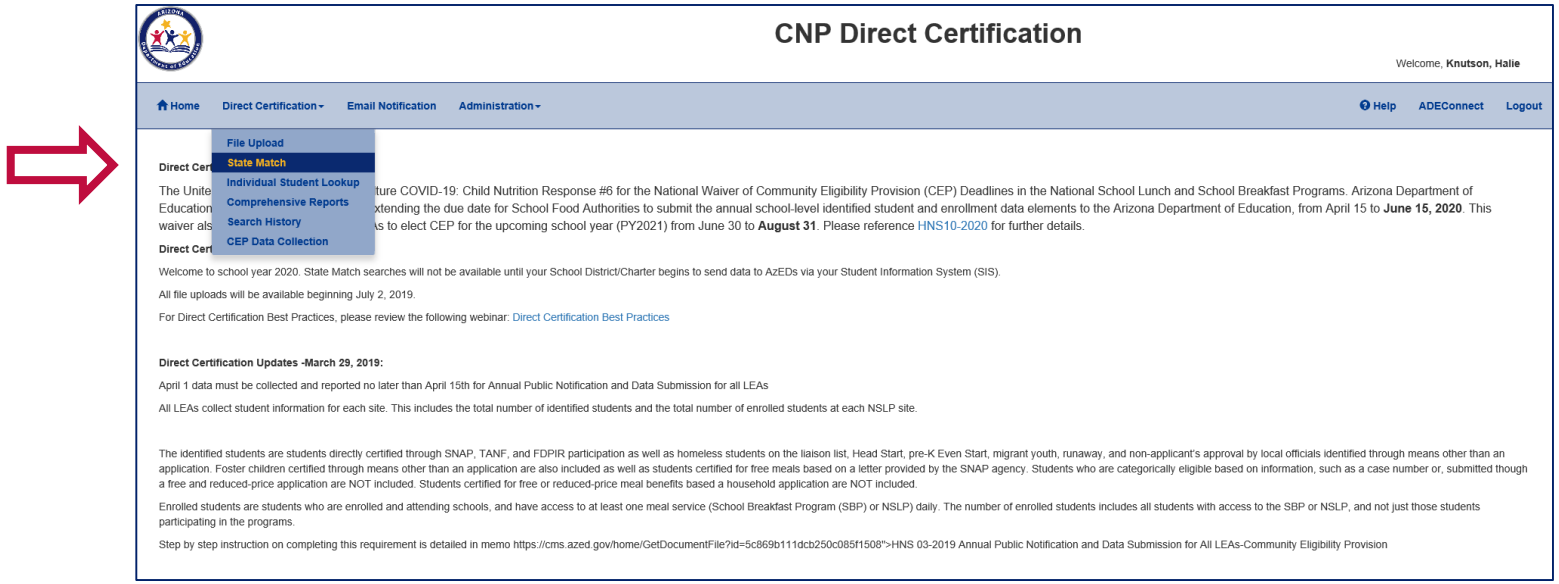
Once the user has agreed to the FERPA Compliance statement displayed and has selected the CNP Direct Certification portal, this screen will appear:



State Match

Choose State Match

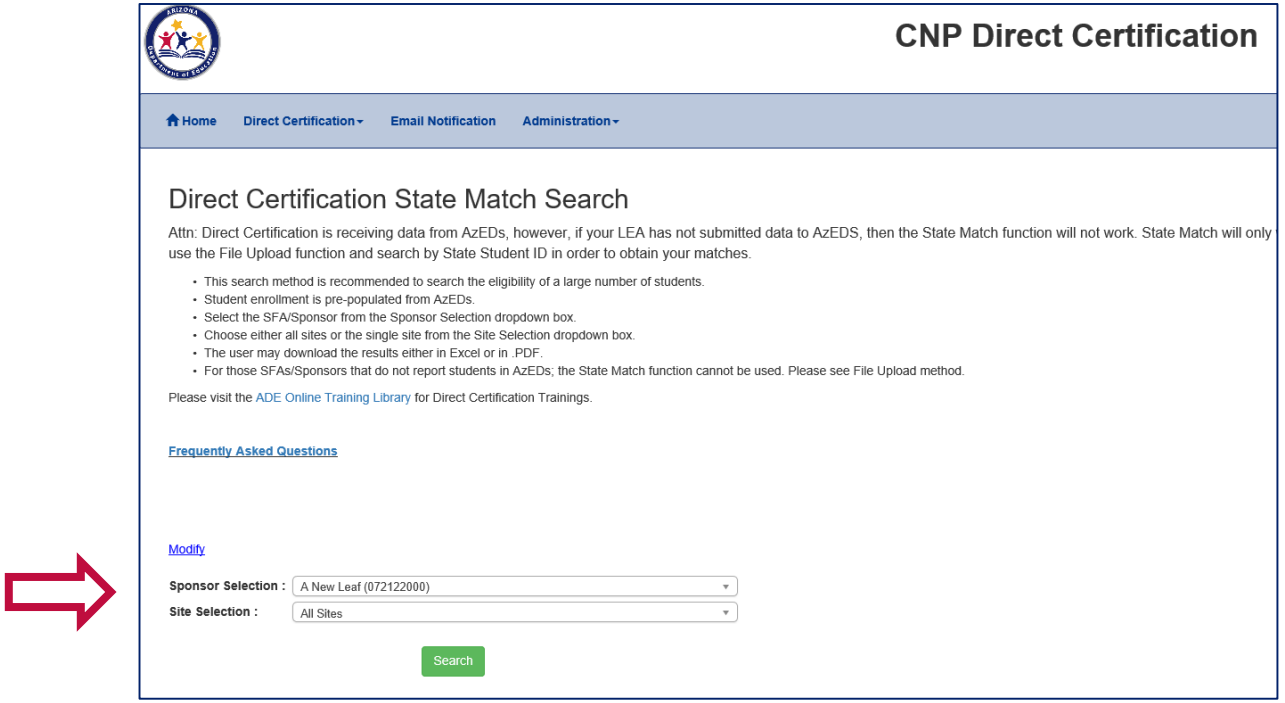
To start a search using the State Match method, go to the *Direct Certification* drop-down and select *State Match*.



State Match

Select a Sponsor

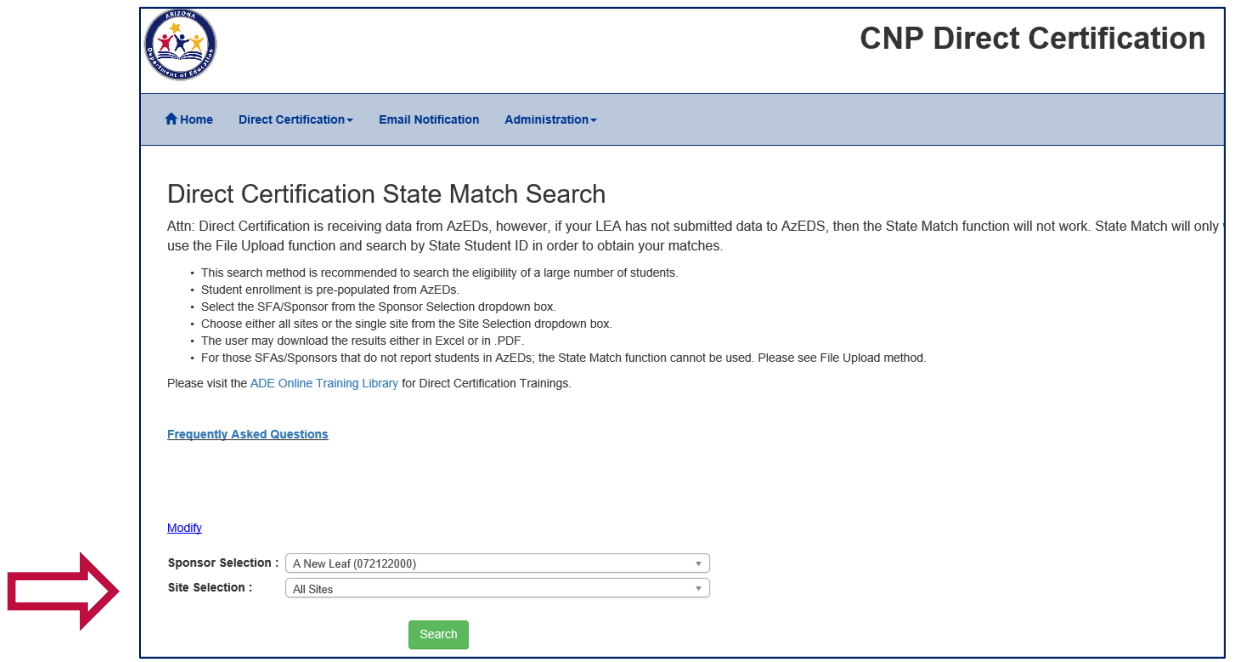
A new screen will load. On the left side of the screen there is the *Sponsor Selection* drop-down where you will choose your SFA.



State Match

Select a Site

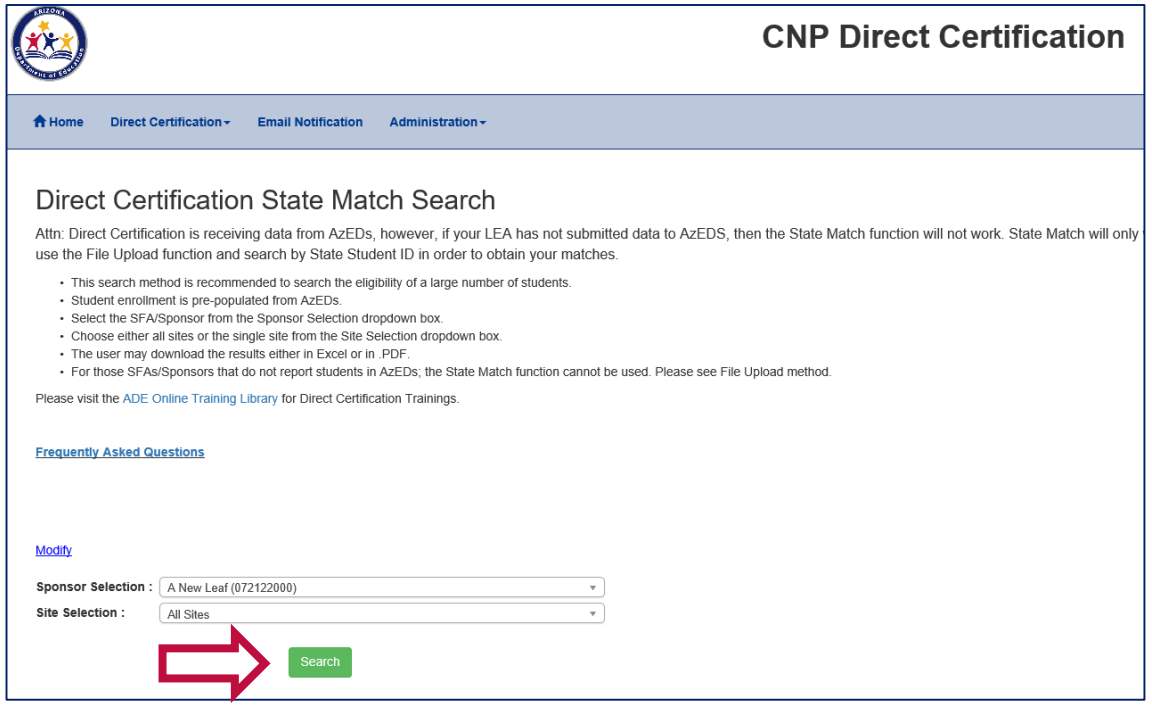
When using the State Match method, there is the option to conduct direct certification on a single site. On the left side of the screen there is the *Site Selection* drop-down where you can select a particular site within your LEA.



State Match

Search

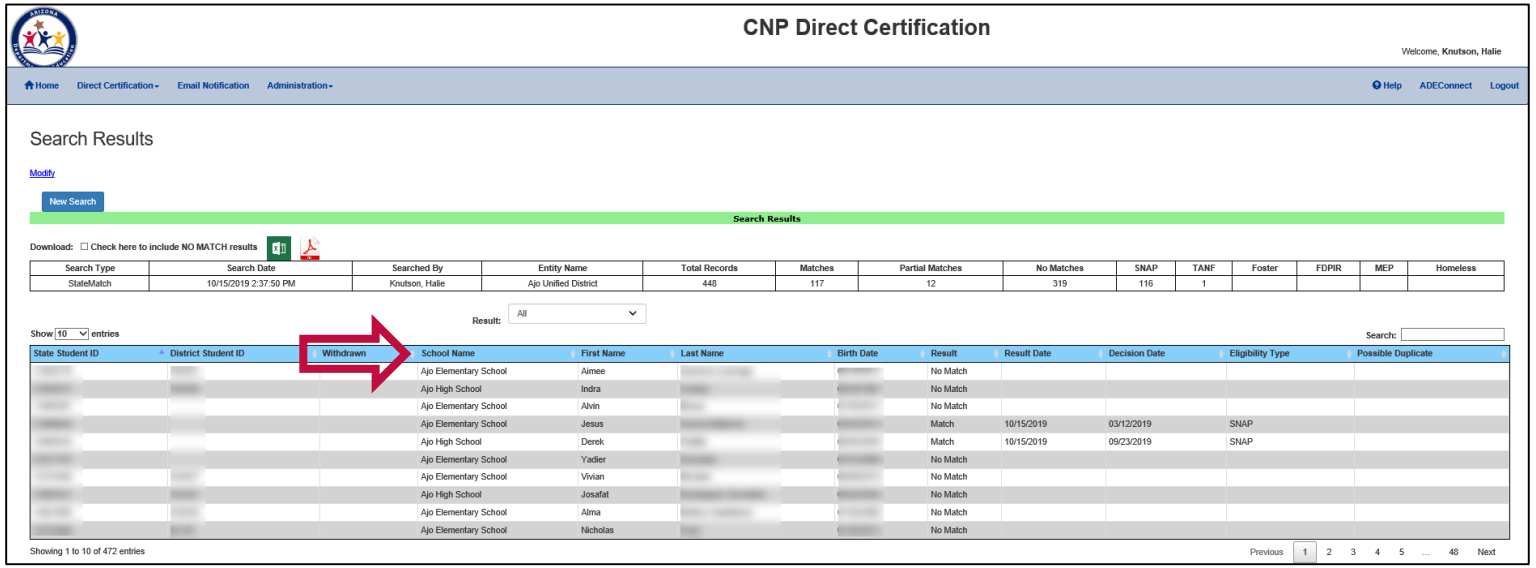
To complete a direct certification State Match search, click *Search* underneath the two drop-downs.



State Match

Results

Once the search has been conducted, the screen will refresh to this page that displays the search results. Please note that in this example, no sites were selected and the entire LEA was searched. Because of this, there will be multiple schools listed in the *School Name* column.



Technical Assistance

If you have any questions about directly certifying students for meal benefits, use the various other How-To Guides at:

https://www.azed.gov/hns/nslp/programguidance/

For other questions about Direct Certification, please contact your School Nutrition Programs Specialist.

Congratulations

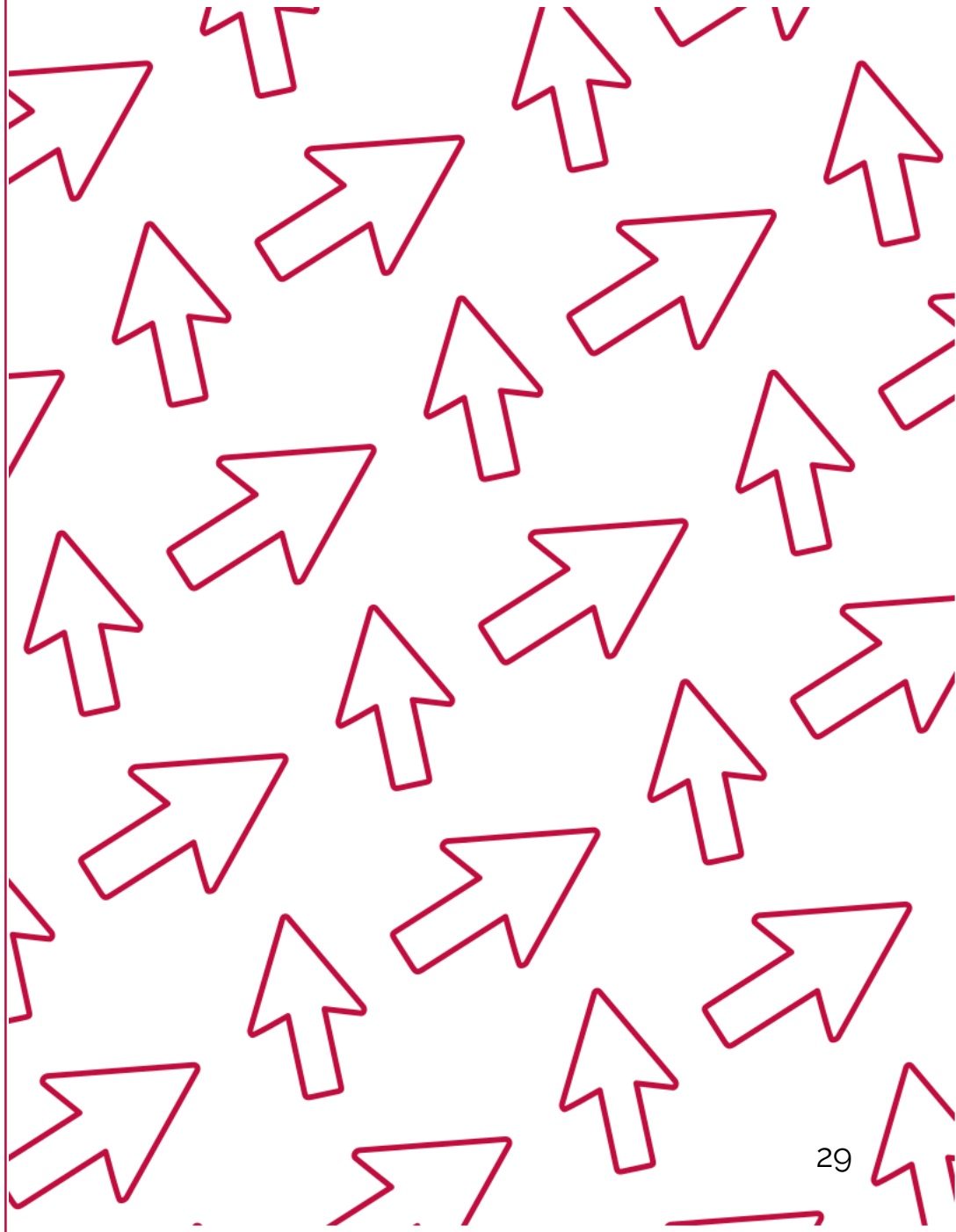
You have completed the Step by Step Instruction: ***How to Conduct Direct Certification Using State Match.***

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- **Training Title:** How to Conduct Direct Certification Using State Match
- **Learning Code:** 3120
- **Key Area:** 3000 – Adminstration
- **Length:** 15 minutes

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.



Training Certificate

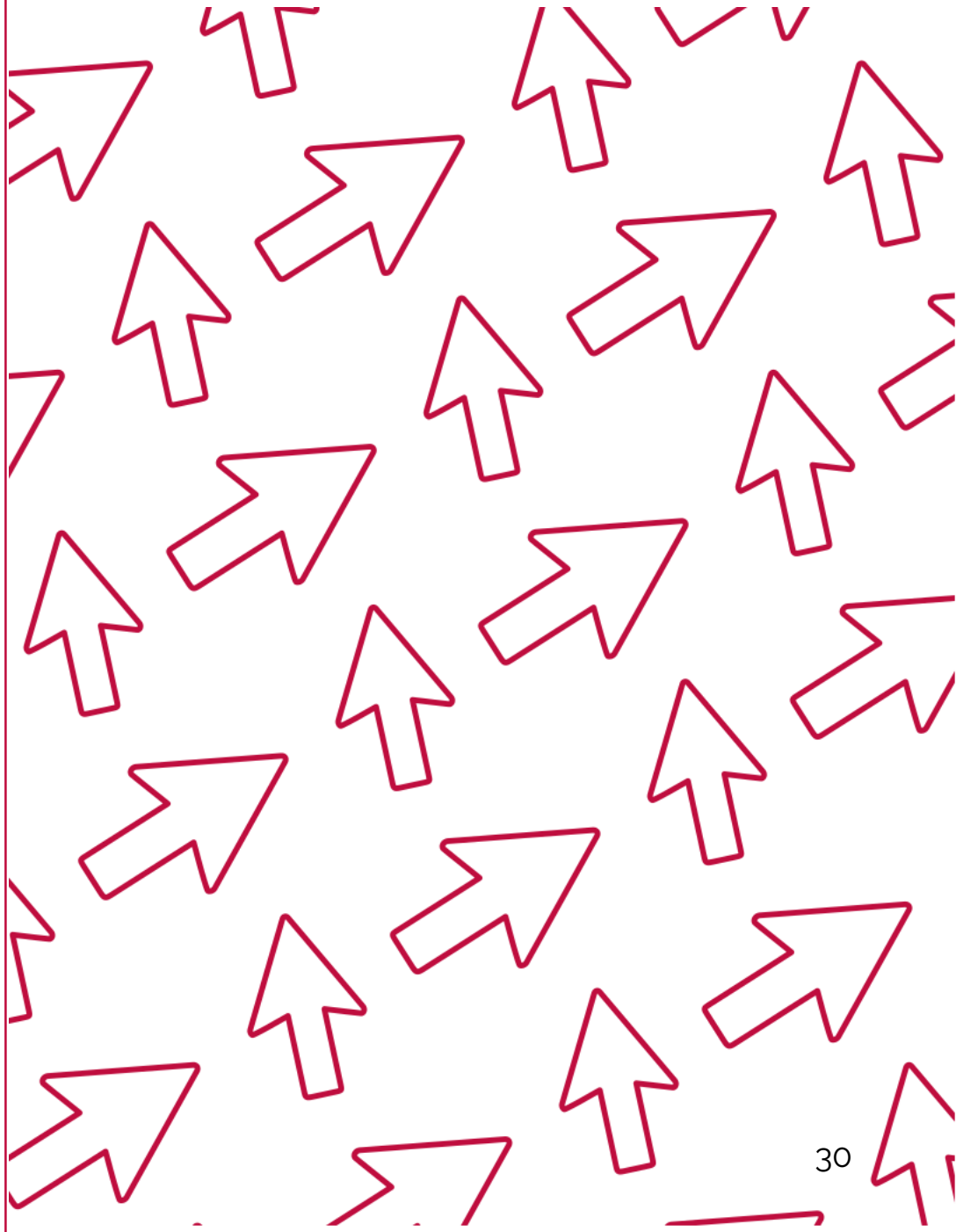
Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.

**This will not appear in your Event Management System (EMS) Account.*

https://www.surveymonkey.com/r/OnlineHowToGuides

The information below is for your reference when completing the survey:

- Training Title: ***How to Conduct Direct Certification Using State Match***
- Professional Standards Learning Code: **3120**



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